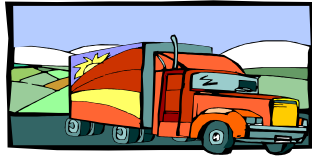


# The Commodity Shelf

Department of Elementary and Secondary Education, School Food Services Section

May 2005



For information phone 573-751-2646/9424/7253 or fax 573-526-3897

## Don't Forget

FDA (Food Distribution Associates) will resume deliveries August 1<sup>st</sup> 2005. Make sure you have enough help to unload the truck.

## Need an Order Form?

The order forms for Mrs. Clark's Margarine and Salad Dressing, Ott's Dressing, Sunny Fresh Foods, Giorgio Foods, Schreiber, Rich Sea-Pak, East Side Entrees and the rebate forms for Gilardi, Schwan's, and Smucker's are located on our Web site: [www.dese.mo.gov/divadm/food/](http://www.dese.mo.gov/divadm/food/) Click on Commodities and then click on the specific order form or rebate form for each company.



GENERAL MILLS

IMPORTANT

May 11, 2005

Dear State Agencies:

Just a reminder that General Mills Bakeries & Foodservice has made the decision NOT to participate in state or national processing of Nonfat Dry Milk for the 2005/2006 school year.

Please remind your recipient agencies that all refund forms for the 2004/2005 school year **MUST** be submitted **NO LATER** than June 30, 2005. General Mills will be unable to process any refunds received after this date.

A copy of our 2004/2005 Commodity Refund Form is available online at [www.generalmillsfoodservice.com](http://www.generalmillsfoodservice.com) under Commodity within the Business Support Category.

Should you have any questions please call 763-293-1162.

Thank you for the opportunity to have worked with you over the past several years.

Sincerely,

General Mills Bakeries & Foodservice Commodity Dept

## USDA GUIDANCE ON INVENTORY CONTROL IN SCHOOLS FOOD QUALITY & SAFETY

USDA has provided “Best-If-Used-By” guidelines on the commodity fact sheets in order to assist schools in determining how long a product would retain best flavor or quality. Since that time and after extensive investigation and review of available information, USDA has made the decision to discontinue this practice. The decision was based on several key factors:

There is no agreement among “experts” regarding the Best-If-Used-By dates of food products.

There is no single authoritative source of information on product Best-If-Used-By dates.

Storage conditions significantly impact the Best-If-Used-By dates of a product (if a product is stored improperly, the quality of the product will deteriorate faster).

Commercial product labels sometimes include expiration dates or Best-If-Used-By dates. With the increase use of commercially labeled products, recipients should refer to the individual package label.

The following is general guidance for addressing the question of product Best-If-Used-By information.

**Q: How can I effectively manage my inventory to ensure quality products are being served?**

A: The most basic rule of inventory management is first-in-first-out (FIFO). You can achieve an acceptable level of accuracy by **marking the cases, or individual cans/packages, with the date you receive them and practicing FIFO**. Another important rule for inventory management is adjusting orders carefully to reflect your level of usage. Try to order just what you need to serve your customers and order for delivery just when you need it. You will have less inventory to manage, and you will significantly reduce the risk of product going out of condition. Excessive inventory increases the risk of product going out of condition.

**Storage conditions** have a significant impact on the quality of food products. The same product will last for different periods of time depending on the temperature of the storeroom, the humidity level, and air circulation. In general, cool temperatures and low humidity provide the best storage conditions. Store food off the floor and away from contact with walls and ceilings.

**Q: How can I tell when a product has gone out of condition? Is there a single date I can refer to?**

A: Experts disagree on how long a product can be kept in storage before it goes out of condition. There is no single date before which most products must be used, and after which they must not be used. Unfortunately, it's not that simple. The exception is infant formula. Infant formula and some baby foods are unique in that they absolutely must not be used after the "use-by" date that appears on the case and unit.

Some commercial products may display recommended quality dates. A "**best-if-used-by**" date means that the manufacturer recommends using the product by this date for the best flavor or quality. At some point after that date, the product will change *very gradually* in taste, color, texture, or nutrient content. But, the product may be wholesome and safe long after that date. You may also see a "**sell-by**" date on a food product. This means the manufacturer recommends that a store sell the product by that date. It is assumed that the product may then be stored for some period of time before it is used. Therefore, a "sell-by" date would be reached earlier in the life of a product than a "best-if-used-by" date. **These various dating systems do not represent expiration dates, and they do not indicate when product safety becomes an issue.**

**Q: How can I tell if a product is safe to eat?**

A: Absent any defects in packaging or obvious signs of spoilage and assuming proper storage, you can be reasonably confident that products are wholesome and safe.

If you have reason to question the wholesomeness or safety of a food product, open a case or individual package and carefully examine the cans or packages for rust, bulging, broken seals, insect infestation or other visible defects. **If any of these conditions are present, the food is generally considered NOT fit for human consumption.**

If there are no visible signs of spoilage, but you have reason to question the quality of the product, a sensory evaluation would be appropriate. The food should be opened, defrosted (if necessary), and cooked (if necessary). Observe the overall condition of the food including color, texture, and smell. If the food displays acceptable color, texture, and smell, you must use your best judgment regarding the quality of the food and whether or not to serve it. **DO NOT** taste any food that you have reasonable basis to suspect is unwholesome or unsafe.

If, based on this inspection, you have any doubt regarding wholesomeness or safety of the product,

(1) have local health authorities inspect it as soon as possible, and (2) make sure that it cannot be accidentally used or distributed in the meantime. If the health inspector suspects or discovers problems, immediately contact your State agency or, if you are a State agency, your FNS Regional Office for further instructions.

# Disaster Feeding

Although disasters can happen anytime, springtime in Missouri has us thinking about tornadoes and floods. In many communities, a specific school may be designated as a shelter/feeding site. Since Local Education Agencies (LEAs) receive USDA donated foods, it is important to follow proper procedures concerning the use and release of these foods for disaster feeding

The USDA's Food and Nutrition Service (FNS) is the primary agency responsible for providing the Federal food response to disasters. FNS can provide Federal food assistance through two programs: 1) USDA donated foods and 2) the Disaster Food Stamp Program.

The Food Distribution Program's role in providing food assistance depends on the severity of the disaster. Basically, there are two levels of disasters: *situations of distress* (non-presidentially declared disasters) and *presidentially declared disasters*.

*Situation of distress* means:

(a) A hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other natural catastrophe not declared by the President to be a disaster, but which, in the judgment of the State distributing agency, warrants the use of USDA commodities for congregate feeding; and

(b) Any other situation not declared by the President to be a disaster, but which, in the judgment of FNS, warrants the use of USDA commodities for congregate feeding or household distribution.

Disaster organizations wishing to receive commodities for use in preparing meals must submit applications to the distributing agency (DA). To the extent possible, applications should include the following information:

- a) Description of the situation of distress;
- b) Number of people requiring meals and the congregate meal service period; and
- c) Quantity and types of food needed.

In addition, information on the number and location of sites providing meals should be provided to the DA as they are established.

IF the situation meets paragraph (a) of the definition for "situation of distress" (i.e., is a natural catastrophe), the DA may review and approve applications for the donation of commodities for use in preparing congregate meals for a period not to exceed 30 days.

IF the situation meets paragraph (b) of the definition for "situation of distress" and the DA determines that congregate meal service is appropriate, the DA may forward applications to the appropriate Regional Office for submission to FNS for prior approval.

## Disaster Feeding (continued)

DAs may decide to seek replacement of foods used from State and/or local inventories for situations of distress. FNS will replace such foods to the extent that foods are available.

All USDA donated foods received and distributed in a disaster or situation of distress must be accounted for. In order to ensure accountability, detailed records must be maintained of the types and quantities of foods used and where the commodities were taken from.

If your LEA is contacted by disaster organizations for assistance, contact DESE, School Food Services Section as soon as possible. The Section will work with you to obtain the necessary information and assist you with the release of commodities for congregate feeding.

## Summer Storage

1. Be sure a **responsible person checks** all freezer and refrigerator units **daily** to ensure that proper temperatures are being maintained and the equipment is operating properly. A daily record is recommended.
2. Keep dry food products in cool and dry storerooms. Ideally keep temperature around 50 degrees Fahrenheit. Do not store in rooms that are above 70 degrees Fahrenheit.
3. Store foods so that air can circulate around it. Leave a one to two inch space between walls and food items.
4. Broken lots of dry beans, flour, rotini, macaroni, etc., should be stored in metal or glass containers with tight fitting lids stored off the floor and away from the wall in normal refrigeration.
5. Store food on shelves, dollies or skids. Do not store directly on the floor.
6. Label and date all food that is placed in storage. Use this food first in the fall.

## Prorated Commodities

Following is a listing of PRORATED entitlement and bonus commodity items expected to be available for the 2005-2006 school year. These items are prorated based upon your ADP. **If you wish to refuse all, or any part of your allocation, your Authorized Representative must notify our office in writing at least 6 weeks in advance of the estimated delivery period.** These commodities are for use in authorized feeding programs only. Commodities, amounts, and delivery dates are subject to change.

<u>FRUITS AND VEGETABLES</u>	<u>Pack Size</u>	<u>Estimated Delivery Period</u>	<u>Estimated Value</u>
Potato Wedges, frozen (34)	6/5lb case	Start Aug. 15 – Complete Oct. 1	\$11.72
Pineapple Tidbits, canned (60)	6/#10 case	Start Sept. 1 – Complete Oct. 15	\$26.34
Pears Sliced, canned (60) (1 <sup>st</sup> alloc)	6/#10 case	Start Sept. 1 – Complete Oct. 15	\$18.32
Peach Cups, frozen (39) (1 <sup>st</sup> alloc)	96/4.4 oz cups	Start Sept..15 – Complete Nov. 1	\$21.48
Pears, Diced, canned (56)	6/#10 case	Start Sept. 15 – Complete Nov. 1	\$15.66
Corn, frozen (41) (1 <sup>st</sup> alloc)	30 lb case	Start Sept. 15 – Complete Nov. 15	\$10.51
Green Beans, canned (60) (1 <sup>st</sup> alloc)	6/#10 case	Start Oct. 15 – Complete Dec. 1	\$14.08
Peaches, frozen (41)	20 lb. case	Start Oct. 15 – Complete Dec. 1	\$14.08
Pear Halves, canned(60)	6/#10 case	Start Nov. 1 – Complete Dec. 15	\$19.14
Potato Rounds, frozen (41)	6/5 lb case	Start Nov. 15 – Complete Jan. 1	\$11.32
Pineapple, Chunks, canned (60)	6/#10 case	Start Dec. 1 – Complete Jan. 15	\$26.53
Applesauce, canned (50)	6/#10 case	Start Dec. 1 – Complete Jan. 15	\$11.50
Fruit Mix, canned (60)	6/#10 case	Start Dec. 15 – Complete Feb. 1	\$17.68
Peaches, Diced, canned (60)	6/#10 case	Start Jan. 1 – Complete Feb. 28	\$15.61
Corn, frozen (41) (2 <sup>nd</sup> alloc)	30 lb case	Start Jan. 1 – Complete Feb. 15	\$10.51
Potato Oven, frozen (41)	6/5lb case	Start Feb. 1 – Complete Mar. 15	\$11.60
Spaghetti Sauce, canned(57)	6/#10 case	Start Feb. 1 – Complete Mar. 15	\$6.87
Green Beans, canned (60) (2 <sup>nd</sup> alloc)	6/#10 case	Start Feb. 1 – Complete Mar. 15	\$14.08
Pears Sliced, canned (60) (2 <sup>nd</sup> alloc)	6/#10 case	Start Mar. 1 – Complete April 15	\$18.32
Salsa, canned (58)	6/#10 cans	Start Mar. 1 – Complete April 15	\$13.98
Peach Cups, frozen (39) (2 <sup>nd</sup> alloc)	96/4.4 oz cups	Start Mar. 1 – Complete April 15	\$21.48
<u>MEAT/MEAT ALTERNATE</u>	<u>Pack Size</u>	<u>Estimated Delivery Period</u>	<u>Estimated Value</u>
Am. Sliced Cheese (34) (1 <sup>st</sup> alloc)	6/5 lb loaves	Start Sept. 15 – Complete Nov.1	\$41.87
Ground Beef (18) (1 <sup>st</sup> alloc)*	40 lb case	Start Sept.1 – Complete Oct. 15	\$60.22
Cut-Up Chicken (19) (1 <sup>st</sup> alloc)*	40 lb case	Start Oct. 1 – Complete Nov. 1	\$25.60
Am. Sliced Cheese (34) (2 <sup>nd</sup> alloc)	6/5 lb loaves	Start Dec. 1 – Complete Jan. 15	\$41.87
Ground Beef (18) (2 <sup>nd</sup> alloc)*	40 lb case	Start Dec. 1 – Complete Jan. 15	\$60.22
Ground Beef (44) (3 <sup>rd</sup> alloc)*make-up	40 lb case	Start Mar. 1 – Complete April 15	\$60.22
Am. Sliced Cheese (38) (3 <sup>rd</sup> alloc)	6/5 lb loaves	Start Mar. 1 – Complete April 15	\$41.87
Cut-Up Chicken (30) (2 <sup>nd</sup> alloc)*	40 lb case	Start Jan. 1 – Complete Feb. 15	\$25.60

The number shown in parenthesis for above product means your LEA will receive approximately one (1) case of that product per that number of Average Daily Participants (ADP).

*Example: Peas, Frz (56) The number in parenthesis is the number of cases you will receive per ADP.*

If you have an ADP of 112 you can expect to receive 2 cases of Peas, Frz.  $112 \div 56 = 2$  cases

\* If you had 25%, 50%, etc. of this product processed, adjust your ADP accordingly when calculating allocation rates. If you had 100% of this product processed, you will not receive any.

# COMMODITY ORDER FORM

## DEADLINE THE 15<sup>TH</sup> 12 NOON

Following is a listing of entitlement and bonus commodity items that we anticipate receiving for the 2005-2006 School Year. This listing is updated monthly. Items are charged against entitlement. Bonus items designated (B) are not charged against entitlement.

These items, if needed, must be ordered. Orders must be in this office no later than 12 noon on the 15<sup>th</sup> day of July for August. You may obtain these commodities one of three ways. You may write, telephone, or fax your orders.

**Delivery Month** \_\_\_\_\_

NAME OF SCHOOL -----			AGREEMENT NUMBER _____
Commodity	Pack Size	Value	Number of Cases Ordered
Cornmeal, Degermed	4/10 lb bag	\$ 6.44	C.
Flour, All-Purpose	4/10 lb bag	\$ 5.58	D.
Flour, Bread	4/10 lb bag	\$ 6.41	E.
Flour, Whole Wheat	4/10 lb bag	\$ 11.56	F.
Macaroni, Enriched	20 lb case	\$ 4.79	G.
Rotini, Enriched	20 lb case	\$ 5.34	H.
Spaghetti, Enriched	20 lb case	\$ 5.06	I.
Salad Oil	6/1 gallon	\$17.74	J.
Shortening, Liquid	6/1 gallon	\$18.31	K.
Shortening, Solid	12/3 lb can	\$23.37	L.
Peanut Butter	6/5 lb jar	\$20.76	M.
Oats, Rolled	12/3 lb bags	\$ 8.66	N.
Eggs, Whole, Frozen	6/5 lb crtn	\$25.74	R.
Salmon in Pouch*	6/3.3 lb bag	\$32.67	Y.
Bakery Mix, Lo-fat	6/5 lb bag	\$18.89	AC.
Walnut, Pieces*	24/1 lb bag	\$51.92	AJ.

TOTAL CASES ORDERED \_\_\_\_\_

\* Denotes limited quantities available.

Department of Elementary & Secondary Education  
School Food Services  
P.O. Box 480  
Jefferson City, MO 65102  
FAX: 573-526-3897  
PHONE: 573-751-2646

MO 500-2146  
May 2005